



PCOLS REPORTING



Please dial in to join us.
Commercial 1-301-909-
7349
OR
DSN 312-434-7349
Access Code: 35200666#



Help and Support



PCOLS Help Desk

Phone: 800-376-7783, com 269-961-7307, or DSN 661-7307

Email: dlacontactcenter@dla.mil

Operation Hours: 24x7



PCOLS DAU Continuous Learning Module CLG005

[http://icatalog.dau.mil/onlinecatalog/courses.aspx?
crs_id=1704](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1704)

Contains: Role-Based Training for PCOLS

PCOLS Website at DAU Acquisition Community Connection (ACC)

<http://acc.dau.mil/PCOLS>

Contains: Site Deployment Packet, Frequently Asked Questions (FAQs)
System User Manuals
Rapids Self Service and milConnect for Address and Email
updates



PCOLS REPORTING



PCOLS Reporting Overview

- ✓ The PCOLS Reporting application provides a defined set of reports on purchase card accounts based on a PCOLS user's role defined in EMMA. Reports can be generated only for organizations in which a user is associated.
- ✓ In order to provide these reports, the PCOLS reporting application will utilize data from EMMA, AIM, DEERS, Data Mining, RAD, and appropriate bank systems.

Note: The PCOLS Reporting database will be updated daily during the 2:00am to 5:00am system unavailability window; therefore, current data in all reports will not be available until the next business day.



PCOLS REPORTING



Reports	Resource Manager	PCPO Representative	Acquisition Executive Agent	HCA Agent	High-Level A/OPC Supervisor	A/OPC Supervisor	A/OPC	A/BO Supervisor	A/BO	Cardholders Supervisor
Account Status		X	X	X	X	X	X			
Annual Review of Managing Accounts		X	X	X	X	X	X			
Approving/Billing Official		X	X	X	X	X	X	X		
Case Disposition Detail		X	X	X	X	X	X			
Case Disposition Summary		X	X	X	X	X	X			
Conflict of Interest		X	X	X	X	X	X	X		
Escalated Transaction		X	X	X	X	X	X			
Flagged Transaction		X	X	X	X	X	X			
Infraction Detail		X	X	X	X	X	X			
Program Management		X	X	X	X	X	X			
Provisioning Status		X	X	X	X	X	X			
Purchase Card	X	X	X	X	X	X	X	X	X	X
Recommended Action Summary		X	X	X	X	X	X			
Training Due		X	X	X	X	X	X	X		X
Workflow Aging		X	X	X	X	X	X			

List of all the reports and who has access to them. A/OPC's have access to all the reports.



15 Available Reports



A/BO Report
Account Status Report
Case Disposition Detail Report
Case Disposition Summary Report
Conflict of Interest Report
Escalated Transaction Report
Flagged Transaction Report
Infraction Detail Report
Managing Account Review Report
Program Management Report
Provisioning Status Report
Purchase Card Report
Recommended Action Summary Report
Training Due Report
Workflow Aging Report



Logging in to PCOLS



<https://www.dmdc.osd.mil/appj/pcols-web/>

DMDC Information and Technology for Better Decision Making Contact



Purchase Card Online System

PCOLS Message Board

System Status

There are no reported outages at this time.

Scheduled Outages

The PCOLS Reporting database will be updated daily during the 2:00am to 5:00am system unavailability window; therefore, current data in all reports will not be available until the next business day.

Application Resources

User Manuals, Training, and Deployment information for PCOLS is available at <https://acc.dau.mil/pcols>.

PCOLS Sign In

Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed a token.

Redeem Token

Enter the token number in the provided text box and click the button below to redeem a token.

Token:

Select "sign in" to log in to PCOLS



Notice and Consent



Purchase Card Single Sign On Web Application

Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
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DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
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- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
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OK

Review the Notice and Consent page and click "ok"



Registered User Logon



DMDC *Information and Technology for Better Decision Making*

DEERS PCOLS-WEB

Registered User Logon

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
DISCLOSURE	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

Select Logon Method

☒ Smartcard (CAC)

[Logon Help](#)

Click "continue" to log in with your cac card

Done Trusted sites | Protected Mode: Off 100%



Select Application



DMDC

Information and Technology for Better Decision Making

[Message Board](#) | [Help](#) | [Contact](#) | [Logoff](#)



Purchase Card

Welcome User

Enterprise Monitoring & Management of Accounts (EMMA)

[Log on](#)

Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.

Click [here](#) for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.

Authorization, Issuance & Maintenance (AIM)

[Log on](#)

Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.

PCOLS Reporting

[Log on](#)

Click this button to access PCOLS Reporting.

Click [here](#) for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.

PCOLS Risk Assessment Dashboard

[Log on](#)

Click this button to access the PCOLS Risk Assessment Dashboard.

Data Mining

[Log on](#)

Click this button to access the Data Mining web application. Use Data Mining to evaluate at-risk transactions.

Recent At-Risk Notifications

Log in to PCOLS Reporting from the Suite of Applications



Select Application



PCOLS Reporting

Log on

Click this button to access PCOLS Reporting.

Click [here](#) for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.

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Introduction

The Purchase Card Online System (PCOLS) Reporting application will provide a defined set of reports on purchase card accounts and users of the Authorization, Issuance and Maintenance (AIM) application. Based on a PCOLS user's role (defined in the Enterprise Monitoring and Management of Accounts (EMMA) application), users will be given access to a set of reports. Reports can be generated only for organizations in which a user is associated.

In order to provide these reports, the PCOLS reporting application will utilize data from AIM, EMMA, Defense Eligibility and Enrollment Reporting System (DEERS), Data Mining/Risk Assessment (DM/RA), and appropriate bank systems.

PCOLS Reporting offers a help area to get more detailed information on each report and how to format, view, print, and save the report.



Select role



DMD Information and Technology for Better Decision Making

Help | Contact | Logoff



Purchase Card

Welcome User

[Application Selection](#) > PCOLS Reporting

Role Selection

User , select a role to access PCOLS Reporting

To select a role, click on the button next to the desired role name.

Displaying 1 - 3 of 3

To Display 10

Role Name	
 Select	A/OPC
 Select	Cardholders Supervisor

Select the A/OPC role



Select role



DMDC Information and Technology for Better Decision Making USER NAME [Log Off](#)

[Public Folders](#) [My Folders](#) [Cognos CBT Training](#)

[Public Folders > AIM](#)

Entries: 1 - 1

☐	Name	Modified	Actions
☐	Agency/Organization Program Coordinator	February 23, 2012 10:45:34 AM	More...

Select the A/OPC role





Select report to run



DMDC IBM Cognos Connection Log Off

[Public Folders](#) [My Folders](#) [Cognos CBT Training](#)

[Public Folders](#) > [AIM](#) > [Acquisition Executive Agent](#)

Entries: 1 - 16

☐	Name	Modified	Actions
☐	ABO Report	April 13, 2012 11:04:40 AM	More...
☐	Account Status Report	April 21, 2014 10:11:25 AM	More...
☐	Case Disposition Detail Report	January 21, 2014 11:15:31 AM	More...
☐	Case Disposition Summary Report	February 2, 2012 7:14:43 AM	More...
☐	Conflict of Interest Report	November 22, 2013 9:59:59 AM	More...
☐	Escalated Transaction Report	March 5, 2014 9:35:18 AM	More...
☐	Flagged Transaction Report	March 5, 2014 9:35:19 AM	More...
☐	Infraction Detail Report	January 21, 2014 11:15:30 AM	More...
☐	Managing Account Review Report	June 18, 2012 11:30:58 AM	More...
☐	Program Management Report	November 19, 2013 9:45:49 AM	More...
☐	Provisioning Status Report	February 6, 2013 11:50:33 AM	More...
☐	Provisioning Token Report	January 14, 2013 3:08:39 PM	More...
☐	Purchase Card Report	January 15, 2014 7:26:26 AM	More...
☐	Recommended Action Summary Report	April 3, 2012 11:22:33 AM	More...
☐	Training Due Report	November 22, 2013 10:19:31 AM	More...
☐	Workflow Aging Report	November 8, 2012 6:15:09 AM	More...

Select the report to run from the list. We will start with the A/BO Report



A/BO Report



Benefits of running the A/BO report:

- ✓ Quick check of A/BOs assigned to accounts
- ✓ Full Managing Account number displayed
- ✓ Cross reference of A/BOs that have access to DM and RAD
- ✓ Verify where PCOLS notification emails are being sent





A/BO Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Approving / Billing Official Report - Selection Criteria

Organization

☒ Organization 1
☐ Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Run

Cancel

Select the organization or click select all to show all organizations and click run



A/BO Report



Approving / Billing Official Report

Criteria: Organization(s): Organization Name

Organization Name

Organization: Sub Org-A-

Managing Account Number: 1234567812345678

Role	A/BO Name	Email Address	Phone Number
Primary	A/BO Name	abo.name@email.mil	1234567890
Alternate	A/BO Name	abo.name@email.mil	1234567890

Managing Account Number: 1234567812341234

Role	A/BO Name	Email Address	Phone Number
Primary	A/BO Name	abo.name@email.mil	1234567890
Alternate	A/BO Name	abo.name@email.mil	1234567890
Alternate	A/BO Name	abo.name@email.mil	1234567890
Alternate	A/BO Name	abo.name@email.mil	1234567890

Managing Account Number: 1234567812348765

Role	A/BO Name	Email Address	Phone Number
Primary	A/BO Name	abo.name@email.mil	1234567890
Primary	A/BO Name	abo.name@email.mil	1234567890
Alternate	A/BO Name	abo.name@email.mil	1234567890
Alternate	A/BO Name	abo.name@email.mil	1234567890

Managing Account Number: 1234567812344321

Role	A/BO Name	Email Address	Phone Number
Primary	A/BO Name	abo.name@email.mil	1234567890

The report details the A/BO name, email and phone number by Managing Account





Account Status Report



Benefits of running the Account Status Report:

- ✓ Monitor progress of account migration
- ✓ Snapshot of the account status for Cardholder and Managing Accounts



Account Status Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Account Status Report - Selection Criteria

Organization

Organization 1
Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Run

Cancel

Select the organization or click “select all” to show all organizations and click run



Account Status Report



Account Status Report

Criteria: Organization(s): Organization 1

Organization	Managing Accounts						Cardholder Accounts					
	Pending (New)	Pending (Migration)	Active	Suspended	Cancelled	MA Totals	Pending (New)	Pending (Migration)	Active	Suspended	Cancelled	CA Totals
	1	2	63	0	2	68	1	6	107	0	73	187
Totals:	1	2	63	0	2	68	1	6	107	0	73	187

123456-Organization 1

The report details the organization name along with the number of pending, active, suspended, and cancelled Managing and Cardholder Accounts and totals.



Case Disposition Detail Report



Benefits of running the Case Disposition Detail Report:

- ✓ Quickly review transactions with a disposition other than “Valid” or “Contract Payment” (lost/stolen, fraud, etc.)
- ✓ Displays the A/BO and Cardholder for the transaction



Case Disposition Detail Report



Purchase Card PCOLS REPORTING

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Case Disposition Detail Report - Selection Criteria

Organization:

Select the Organization that you would like included in the report.

- Organization 1
- Organization 2

Reporting Cycle:

Select the Reporting Cycle that you would like included in the report.

- 20-JAN-12 through 19-FEB-12
- 20-DEC-11 through 19-JAN-12
- 20-NOV-11 through 19-DEC-11
- 20-OCT-11 through 19-NOV-11
- 20-SEP-11 through 19-OCT-11
- 20-AUG-11 through 19-SEP-11
- 20-JUL-11 through 19-AUG-11
- 20-JUN-11 through 19-JUL-11
- 20-MAY-11 through 19-JUN-11
- 20-APR-11 through 19-MAY-11
- 20-MAR-11 through 19-APR-11

Run

Cancel

Select the organization and reporting cycle and click run



Case Disposition Detail Report



Case Disposition Detail Report

Cases closed with a disposition other than Valid or Contract Payment

Organization: Organization 1
Reporting Period: 20-JAN-12 through 19-FEB-12

A/OPC Organization (ID)	A/BO Name	Cardholder Name	Cardholder Account Number	Merchant Name	Transaction Amount	Transaction Date	Case Closed Date	Recommended Action
Stolen - 1								
Organization 1 (123456)	Last, First	Last, First	*12345678	ISHOPBEAUTY	\$209.16	01/20/2012	02/01/2012	

The report details Data Mining flagged transactions for each selected organization and displays a list of all transaction information for cases closed as not valid or contract payment.



Case Disposition Summary Report



Benefits of running the Case Disposition Summary Report:

- ✓ Quickly review total dollar amounts for all flagged transactions in a given A/OPC organization
- ✓ View all cases reviewed at the end of the billing cycle to find total cases and the disposition assigned by the A/BO



Case Disposition Summary Report



Purchase Card PCOLS REPORTING

Welcome **User Name**. You are logged in under the role of: **Agency / Organization Program Coordinator**

Case Disposition Summary Report - Selection Criteria

Organization:

Select the Organization that you would like included in the report.

- Organization 1
- Organization 2

Reporting Cycle:

Select the Reporting Cycle that you would like included in the report.

- 20-JAN-12 through 19-FEB-12
- 20-DEC-11 through 19-JAN-12
- 20-NOV-11 through 19-DEC-11
- 20-OCT-11 through 19-NOV-11
- 20-SEP-11 through 19-OCT-11
- 20-AUG-11 through 19-SEP-11
- 20-JUL-11 through 19-AUG-11
- 20-JUN-11 through 19-JUL-11
- 20-MAY-11 through 19-JUN-11
- 20-APR-11 through 19-MAY-11
- 20-MAR-11 through 19-APR-11

Select the organization and reporting cycle and click run



Case Disposition Summary Report



Case Disposition Summary Report

Organization: Organization 1
Reporting Period: 20-JAN-12 through 19-FEB-12

A/OPC Organization (ID)	Flagged Transactions								
	Total	Valid	Contract Payment	Administrative Discrepancy	Misuse	Abuse	Suspected Fraud	Lost	Stolen
#	22	21	0	0	0	0	0	0	1
\$	18,064.14	17,854.98	0.00	0.00	0.00	0.00	0.00	0.00	209.16
Totals									
#	22	21	0	0	0	0	0	0	1
\$	18,064.14	17,854.98	0.00	0.00	0.00	0.00	0.00	0.00	209.16

The report details the organization name of the A/OPC, the total number of cases closed. The total dollar value is included as well.



Conflict of Interest Report



Benefits of running the Conflict of Interest Report:

- ✓ Quickly find areas where there is a conflict of interest with Cardholders and A/BO's
- ✓ Displays all data necessary to locate accounts to take corrective action



Conflict of Interest Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Conflict of Interest Report - Selection Criteria

Organization

- ☒ Organization 1
- ☐ Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

When selection of report criteria is complete, click Run to generate the Conflict of Interest Report.

Run

Cancel

Select the organization and click run



Conflict of Interest Report



Conflict of Interest Report

Individuals with A/BO and Cardholder authority within a Managing Account

Criteria: Organization(s): Organization Name

Organization: Organization Name (123456)

Managing Account Number: 1234567891012134

Cardholder Account / Status	A/BO - Cardholder Name	Primary or Alternate A/BO	Cardholder Email Address	Cardholder Phone Number	Cardholder's Supervisor
*5702 (ACTIVE)	Last Name, First Name	Alternate	cardholder.name@email.mil	123456789	Last Name, First Name

Organization: Organization Name (123457)

Managing Account Number: 1234567891012156

Cardholder Account / Status	A/BO - Cardholder Name	Primary or Alternate A/BO	Cardholder Email Address	Cardholder Phone Number	Cardholder's Supervisor
*8345 (ACTIVE)	Last Name, First Name	Primary	cardholder.name@email.mil	123456712	Last Name, First Name

Managing Account Number: 1234567891012178

Cardholder Account / Status	A/BO - Cardholder Name	Primary or Alternate A/BO	Cardholder Email Address	Cardholder Phone Number	Cardholder's Supervisor
*8329 (ACTIVE)	Last Name, First Name	Primary	cardholder.name@email.mil	123456734	Last Name, First Name

The report details a list of individuals within an organization that hold an A/BO role and a Cardholder role within the same Active or Suspended Managing Account.



Escalated Transaction Report



Benefits of running the Escalated Transaction Report:

- ✓ Allows users to view details of transactions flagged for review that were escalated by A/OPC organization
- ✓ Provides all information needed to identify the Managing and Cardholder account



Escalated Transaction Report



Purchase Card PCOLS REPORTING

Welcome User

You are logged in under the role of: **Agency / Organization Program Coordinator**

Escalated Transaction Report - Selection Criteria

Organization:

Select the Organization that you would like included in the report.

- * Organization 1
- Organization 2
- Organization 3

Select the organization



Escalated Transaction Report



Date Range

Enter or select the Begin and End Dates for the report. This date range applies to transactions that were flagged during the selected dates, based on the escalation email sent date.

Begin Date: *  End Date: * 

Transaction Type:

Select the type of transaction that you would like included in the report.

- * ☒ All Escalated Transactions
☐ Escalated Transactions Open
☐ Escalated Transactions Closed

Sort Order:

The primary sort for this report is the A/OPC Organization. Select the secondary sort order for the report.

- * ☒ Managing Account Number
☐ Cardholder Account Number
☐ TBR Hierarchy
☐ A/BO Name
☐ Cardholder Name
☐ Transaction Date
☐ Merchant Name

Escalation Level:

Select the Escalation Level that you would like included in this report.

- * ☒ L1 (Purchase Card Policy Office)
☐ L2 (Acquisition Executive Agent)
☐ L3 (HCA Agent)
☐ L4 (A/OPC)

Run

Cancel

Select the date range and transaction type then the sort order and escalation level and click run



Escalated Transaction Report



Escalated Transaction Report

Organization: Organization 1
Flagged Date Range: Jan 16, 2014 TO May 16, 2014
Selected Transactions: All Escalated Transactions
Escalation Level: L1 (Purchase Card Policy Office)
Sort Order: Managing Account Number

Managing Account Number	A/BO Name	Cardholder Account Number	Cardholder Name	Merchant Name	Transaction Amount	Transaction Date	Case Status	High Risk x	Escalated Level	TBR Hierarchy
Organization 1										
*1234	Last name, First name	*5555	Last name, First name	AMERICAN RED CROSS	\$4,500.00	03/15/2014	Open	*	L1	47163-00021-00021-03503-1234
*1234	Last name, First name	*9999	Last name, First name	PINMART, INC	\$1,865.44	02/26/2014	Open		L1	47163-00021-00021-03503-1234
*1234	Last name, First name	*1111	Last name, First name	OKC*REDHAWKS	\$633.00	01/15/2014	Open		L1	47163-00021-00021-03503-1234

The report details all escalated transactions for the date range and criteria selected including the amount and date of the transaction, the merchant and cardholder name.



Flagged Transaction Report



Benefits of running the Flagged Transaction Report:

- ✓ This report allows users to view details of transactions flagged for review during a specific time period.
- ✓ This report allows the user to see what was flagged for the A/BO as well as what was flagged as High Risk for the A/OPC



Flagged Transaction Report



Purchase Card PCOLS REPORTING

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Flagged Transaction Report - Selection Criteria

Organization:

Select the Organization that you would like included in the report.

- * Organization 1
- * Organization 2
- Organization 3
- Organization 4

Date Range

Enter or select the Begin and End Dates for the report. This date range applies to transactions that were flagged during the selected dates, based on the Case Create Date.

Begin Date: *  End Date: * 

Select the organization and date range



Flagged Transaction Report



Transaction Type:

Select the type of transaction that you would like included in the report.

- ☒ All Flagged Transactions
- ☐ Flagged Transactions Open
- ☐ Flagged Transactions Closed
- ☐ High Risk Transactions Flagged
- ☐ High Risk Transactions Open
- ☐ High Risk Transactions Closed

Sort Order:

The primary sort for this report is the A/OPC Organization. Select the secondary sort order for the report.

- ☒ Managing Account Number
- ☐ Cardholder Account Number
- ☐ TBR Hierarchy
- ☐ A/BO Name
- ☐ Cardholder Name
- ☐ Transaction Date
- ☐ Merchant Name
- ☐ Disposition

Run

Cancel

Select the type of transaction and sort order then click run



Flagged Transaction Report



ognos Viewer - Flagged_Transaction_Report Log Off

[Keep this version](#)

Flagged Transaction Report

Organization: Organization 1
Flagged Date Range: Jan 23, 2014 TO May 23, 2014
Selected Transactions: All Flagged Transactions
Sort Order: Managing Account Number

Managing Account Number	A/BO Name	Cardholder Account Number	Cardholder Name	Merchant Name	Transaction Amount	Transaction Date	High Risk	Case Closed Date	Disposition	TBR Hierarchy
Organization 1										
*1234	Last name, First Name	*1234	Last name, First Name	TOOLPOUCH STORE.COM	\$41.60	04/19/2014		05/01/2014	Valid	47163-00021-00033-02006-1234
*1234	Last name, First Name	*1234	Last name, First Name	SEARS ROEBUCK 2760	\$23.99	05/15/2014			New Case	47163-00021-00033-02006-1234
*1234	Last name, First Name	*1234	Last name, First Name	ECS INC	\$1,384.50	03/03/2014		03/06/2014	Valid	47163-00021-00033-02006-1234
*1234	Last name, First Name	*1234	Last name, First Name	PELICAN PRODUCTS INC	\$635.64	05/14/2014			New Case	47163-00021-00033-02006-1234

The report details all transactions that have been flagged during the specified timeframe. The report will display how the case was dispositioned or if the case is new.



Infraction Detail Report



Benefits of running the Infraction Detail Report:

- ✓ Determine what infractions occurred, such as Split Payments, Lack of Adequate Source Documentation, no consideration for Green Procurement, etc.
- ✓ Quickly find patterns of infractions where corrective action is required



Infraction Detail Report



Purchase Card PCOLS REPORTING

Welcome **User Name**. You are logged in under the role of: **Agency / Organization Program Coordinator**

Infraction Detail Report - Selection Criteria

Organization:

Select the Organization that you would like included in the report.

- ♦ Organization 1
- ♦ Organization 2

Reporting Cycle:

Select the Reporting Cycle that you would like included in the report.

- ♦ 20-MAR-12 through 19-APR-12
- ♦ 20-FEB-12 through 19-MAR-12
- ♦ 20-JAN-12 through 19-FEB-12
- ♦ 20-DEC-11 through 19-JAN-12
- ♦ 20-NOV-11 through 19-DEC-11
- ♦ 20-OCT-11 through 19-NOV-11
- ♦ 20-SEP-11 through 19-OCT-11
- ♦ 20-AUG-11 through 19-SEP-11
- ♦ 20-JUL-11 through 19-AUG-11
- ♦ 20-JUN-11 through 19-JUL-11
- ♦ 20-MAY-11 through 19-JUN-11

Run

Cancel

Select the organization and reporting cycle and click run



Infraction Detail Report



Infraction Detail Report

One transaction may result in more than one infraction

Organization: **Organization Name**
Reporting Period: 20-MAY-10 through 19-JUN-10

Infraction -Total A/OPC Organization (ID)	A/BO Name MA Number	Cardholder Name CA Number	Merchant Name Transaction Date	Transaction Amount	Case Closed Date	Recommended Action
Number of purchases that exceeded micro-purchase limit - 6						
TestOrg Northeast (123456)	Last Name, First Name *66420087	Last Name, First Name *0109	NAPA AUTO PARTS 04/02/2010	\$10.68	06/04/2010	Removal from Federal Service
TestOrg Northeast (123456)	Last Name, First Name *66420094	Last Name, First Name *0137	RED WING SHOE STR #834 04/06/2010	\$107.99	06/04/2010	Recommended Disciplinary Action
TestOrg Northeast (123456)	Last Name, First Name *66420005	Last Name, First Name *0020	NATL FIRE PROTECTION 05/06/2010	\$458.73	06/04/2010	Removal from Federal Service
TestOrg Northeast (123456)	Last Name, First Name *66420004	Last Name, First Name *0019	WKI CCH INC PAYLINKS 05/20/2010	\$1,612.16	06/04/2010	Administrative Separation
TestOrg Northeast (123456)	Last Name, First Name *66420087	Last Name, First Name *0109	NAPA AUTO PARTS 04/02/2010	\$10.68	06/04/2010	Removal from Federal Service
TestOrg Northeast (123456)	Last Name, First Name *66420094	Last Name, First Name *0137	RED WING SHOE STR #834 04/06/2010	\$107.99	06/04/2010	Recommended Disciplinary Action
Number of purchases that were split to circumvent the micro-purchase threshold - 12						
TestOrg Northeast (123456)	Last Name, First Name *66420082	Last Name, First Name *0098	SANDS BUSINESS EQUIPMENT 03/31/2010	\$53.40	06/04/2010	Suspension
TestOrg Northeast (123456)	Last Name, First Name *66420087	Last Name, First Name *0109	NAPA AUTO PARTS 04/02/2010	\$10.68	06/04/2010	Removal from Federal Service

The report details all infractions from cases with a disposition and a transaction date within the reporting period.



Managing Account Review Report



Benefits of running the Managing Account Review Report:

- ✓ Determine what upcoming reviews will need to be completed
- ✓ Display any managing account reviews that are past due



Managing Account Review Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of **Agency / Organization Program Coordinator**

Annual Review of Managing Accounts Report - Selection Criteria

Organization

Organization 1
Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Review Date Period

Past Due Accounts
Enter Begin and End Dates

Click either Past Due Accounts to include all accounts with past due reviews or Enter Begin and End Dates for reviews due within a specified period. If selecting this option, the following screen will allow you to specify dates during which you would like to view reviews that are due.

Run

Cancel

Select the organization and select past due account or enter review dates and click run



Managing Account Review Report



Annual Review of Managing Accounts Report

Criteria: Organization(s): Organization 2
Review Period: Past Due Accounts

Organization: DLA Disposition Services - 417928

Account Review Date	A/OPC Name	Account Number	ABO Name / Office Name	ABO Email Address / ABO Phone Number
Oct 30, 2011 ** PAST DUE **	Last Name, First Name	1234567812345678	Last Name, First Name Sub Organization A	abo.name@email.mil 123.456.7890
Nov 1, 2011 ** PAST DUE **	Last Name, First Name	1234567812345690	Last Name, First Name Sub Organization C	abo.name@email.mil 123.456.6789
Jan 1, 2012 ** PAST DUE **	Last Name, First Name	1234567812345656	Last Name, First Name Sub Organization A	abo.name@email.mil 123.456.5678
Jan 30, 2012 ** PAST DUE **	Last Name, First Name	1234567812345645	Last Name, First Name Sub Organization D	abo.name@email.mil 123.456.4567
Mar 1, 2012 ** PAST DUE **	Last Name, First Name	1234567812345634	Last Name, First Name Sub Organization B	abo.name@email.mil 123.456.3456
Mar 3, 2012 ** PAST DUE **	Last Name, First Name	1234567812345612	Last Name, First Name Sub Organization A	abo.name@email.mil 123.456.2345

The report details a list of individuals with past due account review dates. These dates were entered into AIM by the A/OPC when they issued the Managing Account.



Program Management Report



Benefits of running the Program Management Report:

- ✓ Ability to view high level GPC data for a given billing cycle
- ✓ Provide overall health of GPC program



Program Management Report



Purchase Card PCOLS REPORTING

Welcome **User Name**. You are logged in under the role of: **Agency / Organization Program Coordinator**

Program Management Report - Selection Criteria

Reporting Cycle:

Select the Reporting Cycle you would like to include in the report.

- 20-JAN-12 through 19-FEB-12
- 20-DEC-11 through 19-JAN-12
- 20-NOV-11 through 19-DEC-11
- 20-OCT-11 through 19-NOV-11
- 20-SEP-11 through 19-OCT-11
- 20-AUG-11 through 19-SEP-11
- 20-JUL-11 through 19-AUG-11
- 20-JUN-11 through 19-JUL-11
- 20-MAY-11 through 19-JUN-11
- 20-APR-11 through 19-MAY-11
- 20-MAR-11 through 19-APR-11

Organization:

Select the Organization you would like to include in the report.

- Organization 1
- Organization 2

Run

Cancel

Select the reporting cycle and organization and click run



Program Management Report



Program Management Report

Organization: Organization 1
Cycle Date: 20-JAN-12 through 19-FEB-12

Program Summary	Number/Amount
Total number of transactions during the reporting period	701
Total dollar amount of transactions for the reporting period	\$440,979.75
Total number of transactions flagged for review	24
Total dollar amount of transactions flagged for review	\$37,632.62
Number of transactions (new this reporting period) assessed during the reporting period	19
Number of transactions (new this reporting period) not assessed during the reporting period	5
Number of transactions (from prior periods) assessed during the reporting period	3
Number of transactions (from prior periods) not assessed during the reporting period	22

The report details 5 sections for a particular organization during one bank cycle. The sections include: Program Summary, Monthly Account Review, Report Card/Program Health, Case Disposition, and Infraction Category.



Provisioning Status Report



Benefits of running the Provisioning Status Report:

- ✓ Ability to quickly view active users provisioned in EMMA



Provisioning Status Report



Provisioning Status Report

Organization(s): Organization 1
User/Role Status: Active and Pending

Organization: Organization 1-123456

ROLE	NAME	EMAIL ADDRESS	STATUS
Organization Name/ID: Organization 1-123456			
Parent Organization Name/ID:			
Agency/Organization Program Coordinator	A/OPC Name	aopc.name@email.mil	Active
Agency/Organization Program Coordinator	A/OPC Name	aopc.name@email.mil	Active

The report details a list of users provisioned in EMMA, within the selected organization.



Provisioning Status Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Provisioning Status Report - Selection Criteria

Organization

Select the Organization that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

- ☒ Organization 1
- ☐ Organization 2

[Select all](#) [Deselect all](#)

User/Role Status

Indicate which User/Role statuses to include on the report.

- ☒ Active
- ☐ Pending
- ☐ Active and Pending

Select the organization and user/role status and click run



Purchase Card Report



Benefits of running the Purchase Card Report:

- ✓ Ability to quickly view all cardholder data
- ✓ Verify purchase limits and special designations



Purchase Card Report



Purchase Card PCOLS Reporting

Welcome, **User Name**. You are logged in under the role of: **Agency / Organization Program Coordinator**

Purchase Card Report - Selection Criteria

Organization

☒ Organization 1
☐ Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Card/Convenience Checks

☒ Both
☐ Convenience Checks
☐ Card

Select the card/convenience check option that you want included in the report.

Special Designations

☒ Any
☐ Warranted Officer
☐ Method of Payment
☐ Contingency / Humanitarian Aid Ops

Select the Special Designations, if any, that you want included in the report.

Select the organization and card/convenience checks option and any special designations and click run



Purchase Card Report



Purchase Card Report

Criteria: Organization(s): Organization 2
Card/Check Option: Both
Special Designations: Any

Organization: Organization 2

Cardholder Account Number	Cardholder Name / Organization Name	Email Address / Phone Number	Card Type	Designation Type(s)	\$ Value of Warrant	Cycle Limit / Single Limit	Quarterly Limit / Annual Limit
*****12345678	Last Name, First Name Sub Organization A	cardholder.name@email.mil 1234567890	Card			\$0.00 \$3,000.00	\$0.00 \$0.00
*****12341234	Last Name, First Name Sub Organization A	cardholder.name@email.mil 1234567890	Card			\$9,000.00 \$3,000.00	\$0.00 \$0.00
*****12344567	Last Name, First Name Sub Organization B	cardholder.name@email.mil 1234567890	Card			\$0.00 \$3,000.00	\$0.00 \$0.00
*****12346789	Last Name, First Name Sub Organization B	cardholder.name@email.mil 1234567890	Card			\$0.00 \$25,000.00	\$0.00 \$0.00
*****12347890	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			\$12,000.00 \$3,000.00	\$0.00 \$0.00
*****12340987	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			\$10,000.00 \$3,000.00	\$0.00 \$0.00
*****12342345	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			\$0.00 \$3,000.00	\$0.00 \$0.00
*****12348910	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			\$0.00 \$3,000.00	\$0.00 \$0.00

This report details a list of cardholder accounts and includes data such as account number and purchase limits.



Recommended Action Summary Report



Benefits of running the Recommended Action Summary Report:

- ✓ Ability to quickly view all planned actions for transaction that were closed as other than Valid and Contract Payment
- ✓ Lists details each case, including the number closed with the same disposition



Recommended Action Summary Report



Purchase Card PCOLS REPORTING

Welcome . You are logged in under the role of: **Agency / Organization Program Coordinator**

Recommended Action Summary Report

Organization:

Select the Organization that you would like included in the report.

- Organization 1
- Organization 2

Reporting Cycle:

Select the Reporting Cycle that you would like included in the report.

- 20-JAN-12 through 19-FEB-12
- 20-DEC-11 through 19-JAN-12
- 20-NOV-11 through 19-DEC-11
- 20-OCT-11 through 19-NOV-11
- 20-SEP-11 through 19-OCT-11
- 20-AUG-11 through 19-SEP-11
- 20-JUL-11 through 19-AUG-11
- 20-JUN-11 through 19-JUL-11
- 20-MAY-11 through 19-JUN-11
- 20-APR-11 through 19-MAY-11
- 20-MAR-11 through 19-APR-11

Run

Cancel

Select the organization and reporting cycle and click run



Training Due Report



Benefits of running the Training Due Report:

- ✓ Ability to quickly view all training due for cardholders and A/BOs
- ✓ Find any training that may be past due



Training Due Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of **Agency / Organization Program Coordinator**

Training Due Report - Selection Criteria

Organization

☒ Organization 1
☐ Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Role

☒ ABO
☐ Cardholder
☐ Both

Indicate which role(s) to include on the report.

Review Date Period

☒ Past Due Training
☐ Enter Begin and End Dates

Click either Past Due Training to include all training that is past due or Enter Begin and End Dates for training due within a specified period. If selecting this option, the following screen will allow you to specify dates during which you would like to view training that is due.

Select the organization the user role and review date period and click run



Training Due Report



Training Due Report

Criteria: Organization(s): Organization 2
Review Period: Past Due Training
User Role(s): Both

Organization: Organization 2 - 123456

Training Due Date	Name	Email Address / Phone Number	Supervisor	Supervisor Email Address / Supervisor Phone Number
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Organization / ID: Sub Organization A / 567890

Cardholder

Oct 31, 2011	** PAST DUE **	Last Name, First Name	cardholder.name@email.mil 1234567890	Last Name, First Name	cardholdersupv.name@email.mil 1234567890
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Organization / ID: Sub Organization C / 78910

ABO

Last Name, First Name					
May 17, 0213	** PAST DUE **	Last Name, First Name	abo.name@email.mil 1234567890	Last Name, First Name	abosupv.name@email.mil 1234567890

Organization / ID: Sub Organization D / 234567

ABO

Oct 31, 2010	** PAST DUE **	Last Name, First Name	abo.name@email.mil 1234567890	Last Name, First Name	abosupv.name@email.mil 1234567890
		Last Name, First Name	abo.name@email.mil 1234567890	Last Name, First Name	abosupv.name@email.mil 1234567890
		Last Name, First Name	abo.name@email.mil 1234567890	Last Name, First Name	abosupv.name@email.mil 1234567890
		Last Name, First Name	1234567890	Last Name, First Name	1234567890

The report details a list of dates that training is due for A/BOs, Cardholder, or both. The date reported is listed as 2 years from the current date of the training listed in AIM.



Workflow Aging Report



Benefits of running the Workflow Aging Report:

- ✓ Ability to quickly view all outstanding tasks that need to be completed
- ✓ View what user has the task in the workflow



Workflow Aging Report



Purchase Card PCOLS Reporting

Welcome **User Name** . You are logged in under the role of: **Agency / Organization Program Coordinator**

Workflow Aging Report - Selection Criteria

Organization

☒ Organization 1
☐ Organization 2

Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.

[Select all](#) [Deselect all](#)

Age of Request

- ☒ 3 or more days
☐ 4 or more days
☐ 5 or more days
☐ 6 or more days
☐ 7 or more days
☐ 8 or more days
☐ 9 or more days
☐ 10 or more days

Select the number of days for the age of the workflow items that you would like included on the report. The report will provide data for accounts that meet or exceed the selected criteria.

Select the organization and age of request and click run



Workflow Aging Report



Workflow Aging Report

Criteria: Organization(s): Organization 1
Age of Request: 3 or more days

DLA Disposition Services

Organization: Organization 1

Request Date	Rqst Age (in Days)	Account Number	Request Type	Request Status	Account Holder Name	Task Assigned To	Task Assigned To Phone / Email
Jul 31, 2011	228	1234567891011121	Cardholder Account Migration	Pending Nominated Cardholder Acceptance		Last Name, First Name	1234567890 abo.name@dla.mil
Feb 3, 2012	41	1234567812345678	Update Approving/ Billing Official	Pending A/OPC Approval	Last Name, First Name	Last Name, First Name	1234567890 aopc.name@dla.mil
							1234567890 aopc.name@dla.mil
Feb 29, 2012	15	1234567887654321	New Managing Account	Pending A/BO Action	Last Name, First Name	Last Name, First Name	1234567890 abo.name@dla.mil
Mar 4, 2012	11	1234567812341234	Cardholder Account Migration	Pending A/OPC Action		Last Name, First Name	1234567890 aopc.name@dla.mil
						Last Name, First Name	1234567890 aopc.name@dla.mil
Mar 5, 2012	10	1234567823456789	Update Approving/ Billing Official	Pending A/OPC Approval	Last Name, First Name	Last Name, First Name	1234567890 aopc.name@dla.mil
						Last Name, First Name	1234567890 aopc.name@dla.mil

The report details users tasks that have been in a workflow longer than the time frame selected. The data includes the user that is currently assigned to the task in AIM.



Purchase Card On-line System (PCOLS)

**This concludes the PCOLS
Continuous Learning Module for
PCOLS Reporting**